

Section 1

Processing SF-52s

Proponent: West CPOC

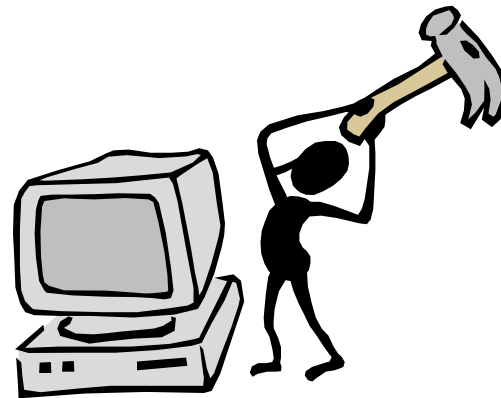
Sub-
Section
N/A

Topic

PERSACT Actions

Remarks

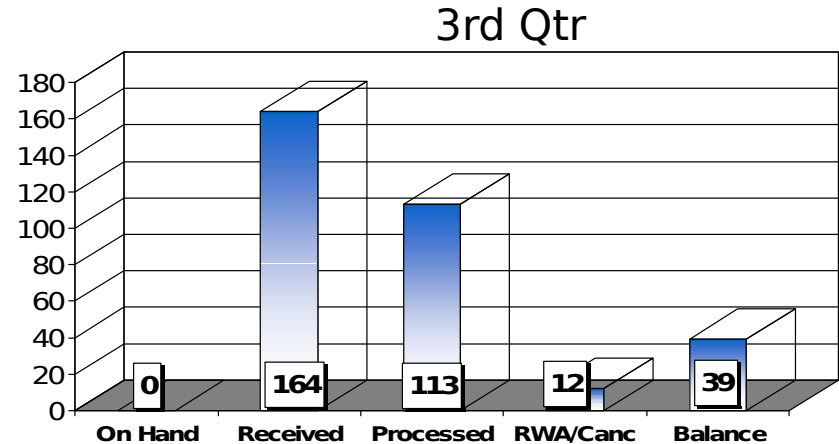
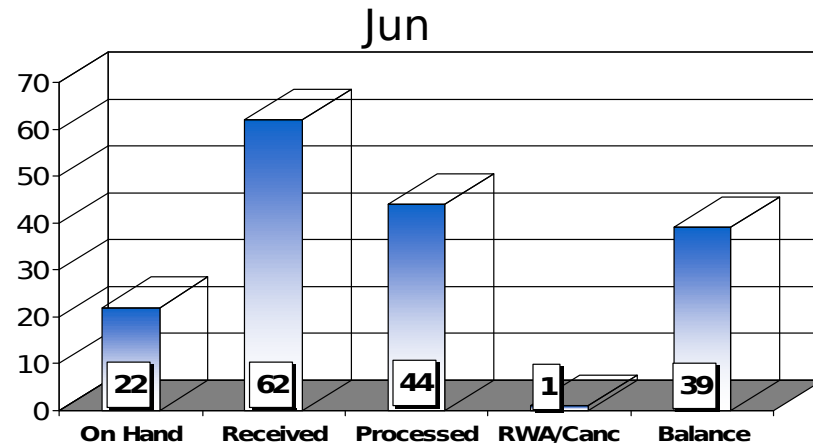
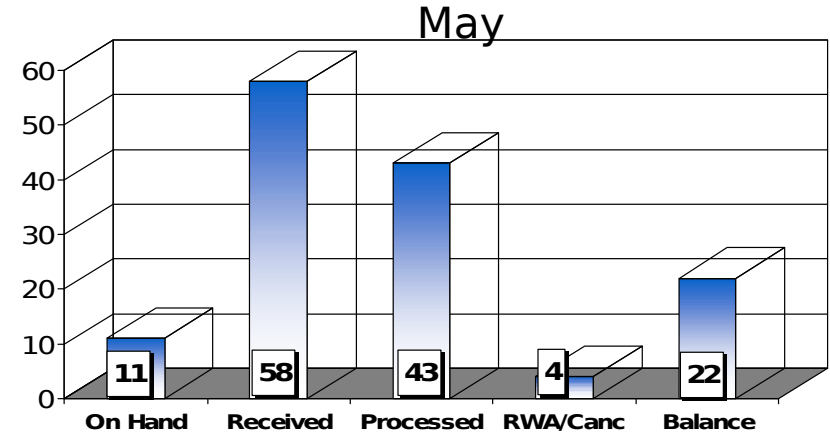
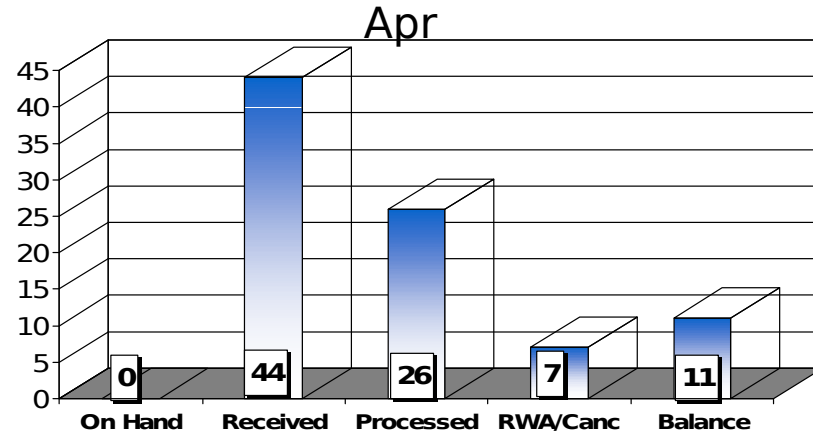
Depicts total numbers of all personnel actions processed through CPACs and CPOC using PERSACT.



TOPIC: PERSACT Actions - Sierra Army Depot

3RD QTR-FY99

PROPONENT: WCPOC



ANALYSIS: Processing is generally keeping pace with volume of actions received, as Sierra completes its transition to regionalization.



SECTION 2

Classifying Jobs

Proponent: WCPOC, Classification Division

Sub-Section	Topic	Remarks
A	Classification Actions Processed	Demonstrates volume and timeliness of personnel actions requiring handling by a position classifier. Routine actions are those which require only a cursory review in the Division. Nonroutine actions require the classifier to do a job analysis or advisory.
B	New Position Descriptions	Indicates usage of Army tools for classification.
C	1999 Trends	Provides analysis of volume and timeliness of work for the FY to date.



TOPIC:**Classification Actions Processed - Sierra Army Depot 3RD QTR-FY99****PROPONENT WCPOC-**

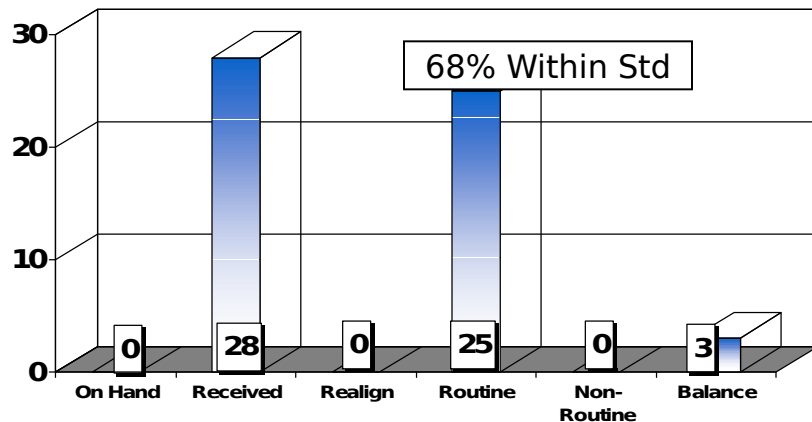
Routine, 4 Days from Date Received in CD

STANDARD:

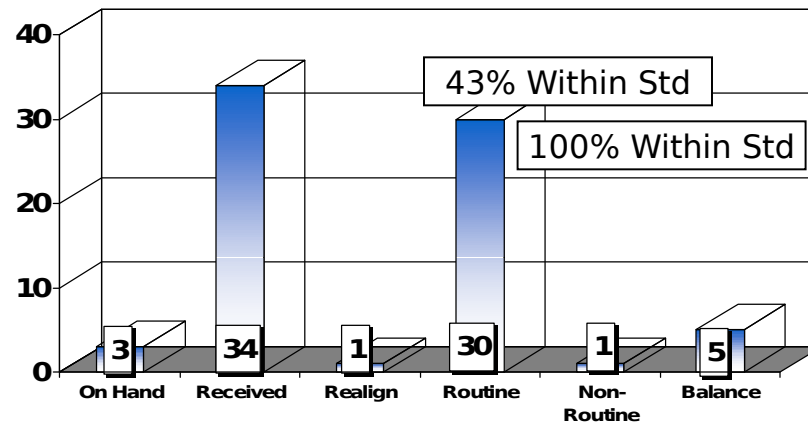
Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Routine: Red
Non-Routine: Green

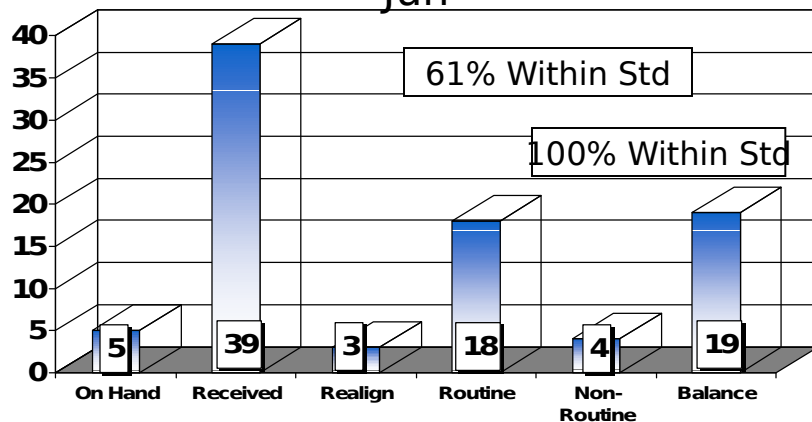
Apr



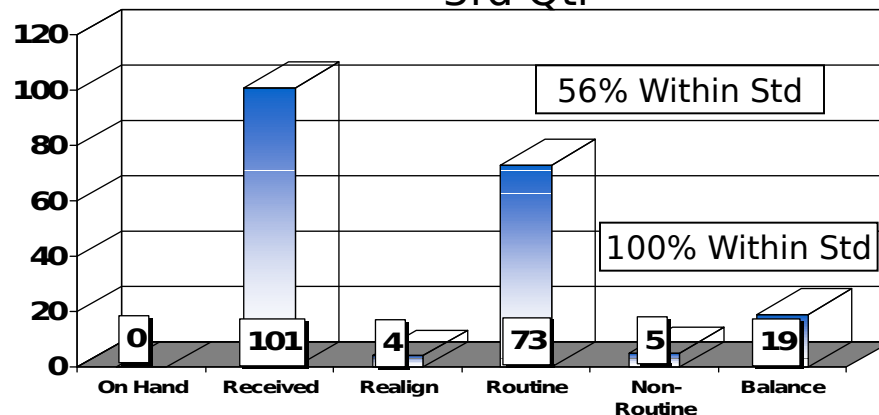
May



Jun

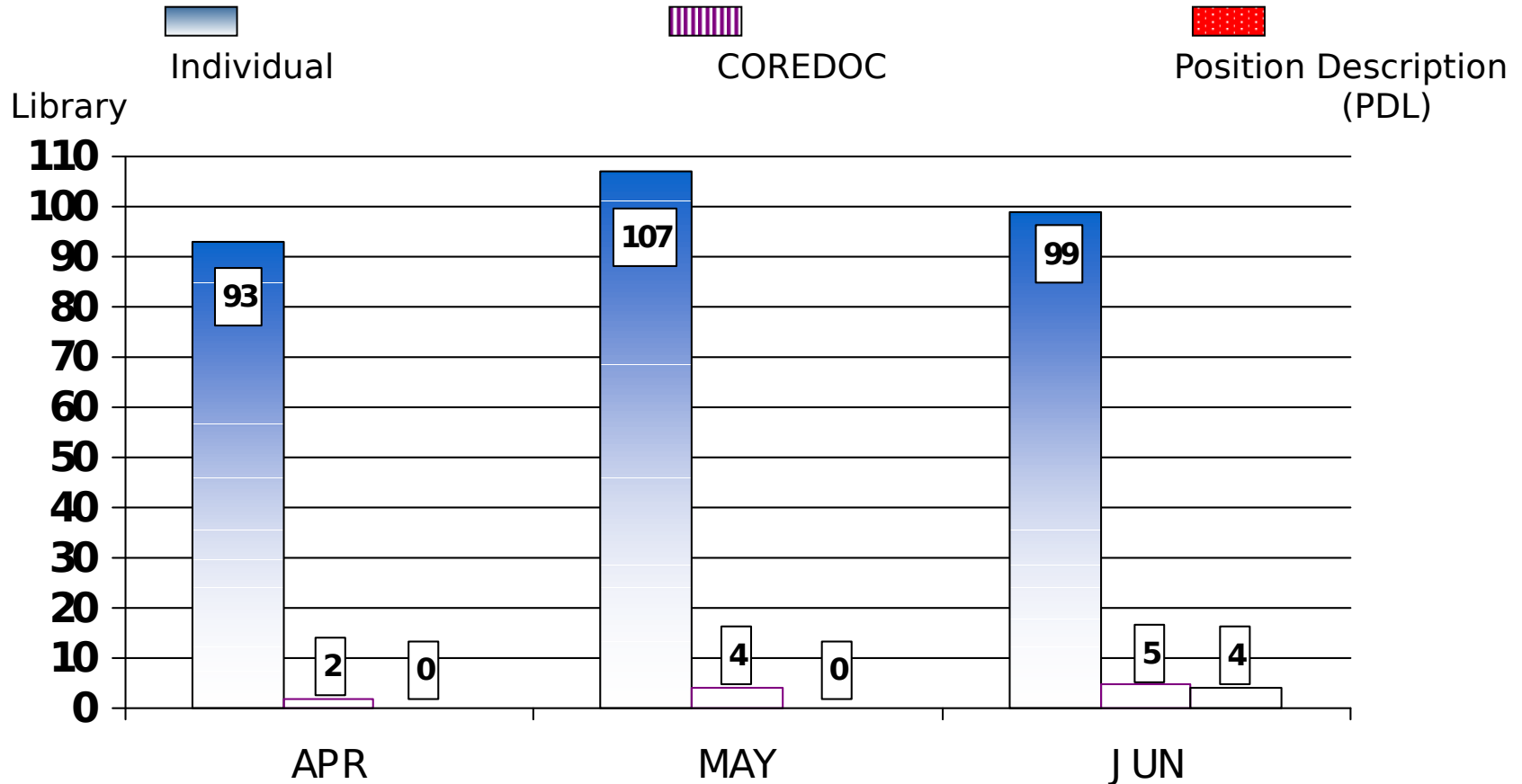


3rd Qtr



ANALYSIS: Sierra transitioned to regionalization at the beginning of the quarter. Improvement is expected as management/CPAC/CPOC staffs continue to work together and better understand the processes and procedures. Routine in standard performance will benefit from “get the routines out day”



TOPIC:**New Position Descriptions****3RD QTR-FY99****PROPONENTWCPOC-
CD**

ANALYSIS: COREDOC and PDL are seldom used. The number of new job descriptions established continues a quarterly upward trend (45% increase over the previous quarter). The addition of two activities this quarter contributed only 7% to that increase. There is some early indication that FASCLASS will have more of an impact assisting managers in creating new job descriptions than either COREDOC or PDL, as eventually managers will have access to not only every job in the West Region but jobs in the other Army regions as well.



TOPIC:**Trends - Classification Actions Processed****3RD QTR-FY99****PROPOSER/STANDARD:**

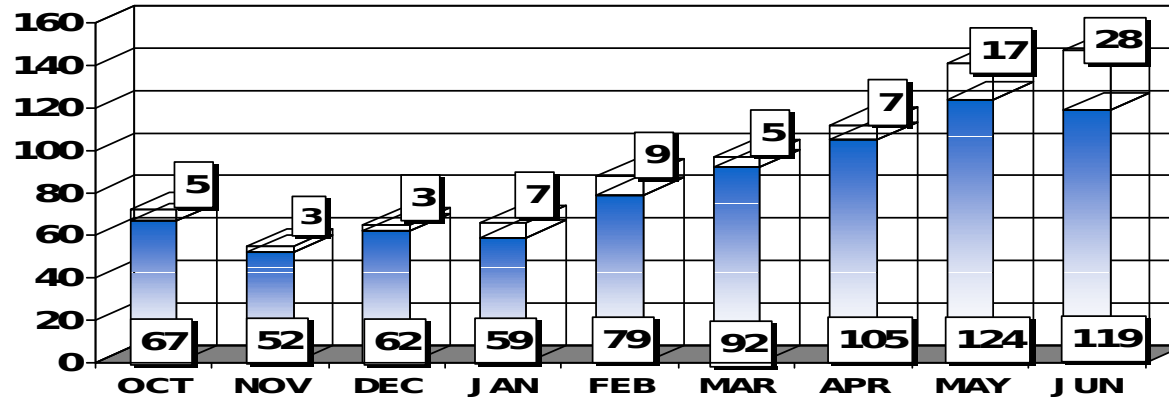
Routine, 4 Days from Date Received in CD


STANDARD:

Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Routine - Amber

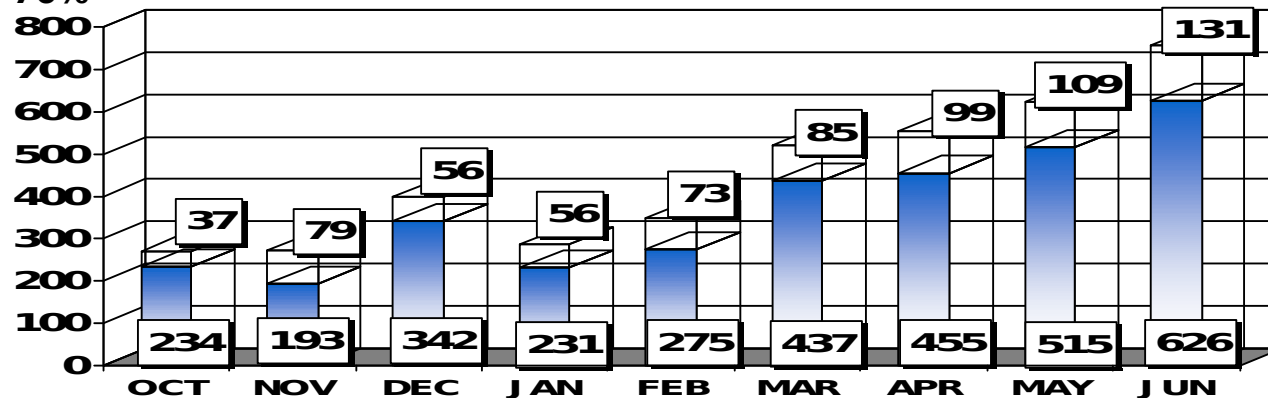
Non-Routine - Amber

NON-ROUTINE

 In Standard
 Not in Standard

In Standard
86% 76%

93% 95% 95% 89% 90% 95% 93%

ROUTINE

In Standard
79% 79%

86% 71% 86% 80% 79% 84% 78%

ANALYSIS:

Non-routine actions have shown a steady decline since March, which roughly approximates the beginning of the FASCLASS project. FASCLASS has also impacted routine performance - in all but one month since FASCLASS started. The total number of routine and non-routine actions processed increased by 66% over the previous quarter. The focus on routine actions by the "get the routines out day" should help in the next quarter, as should the cross leveling of non-routine actions of over 20 days.



TOPIC:**Average Days to Process Classification Actions - All Serviced****3RD QTR-FY99****PROPONENT:** WCPOC-

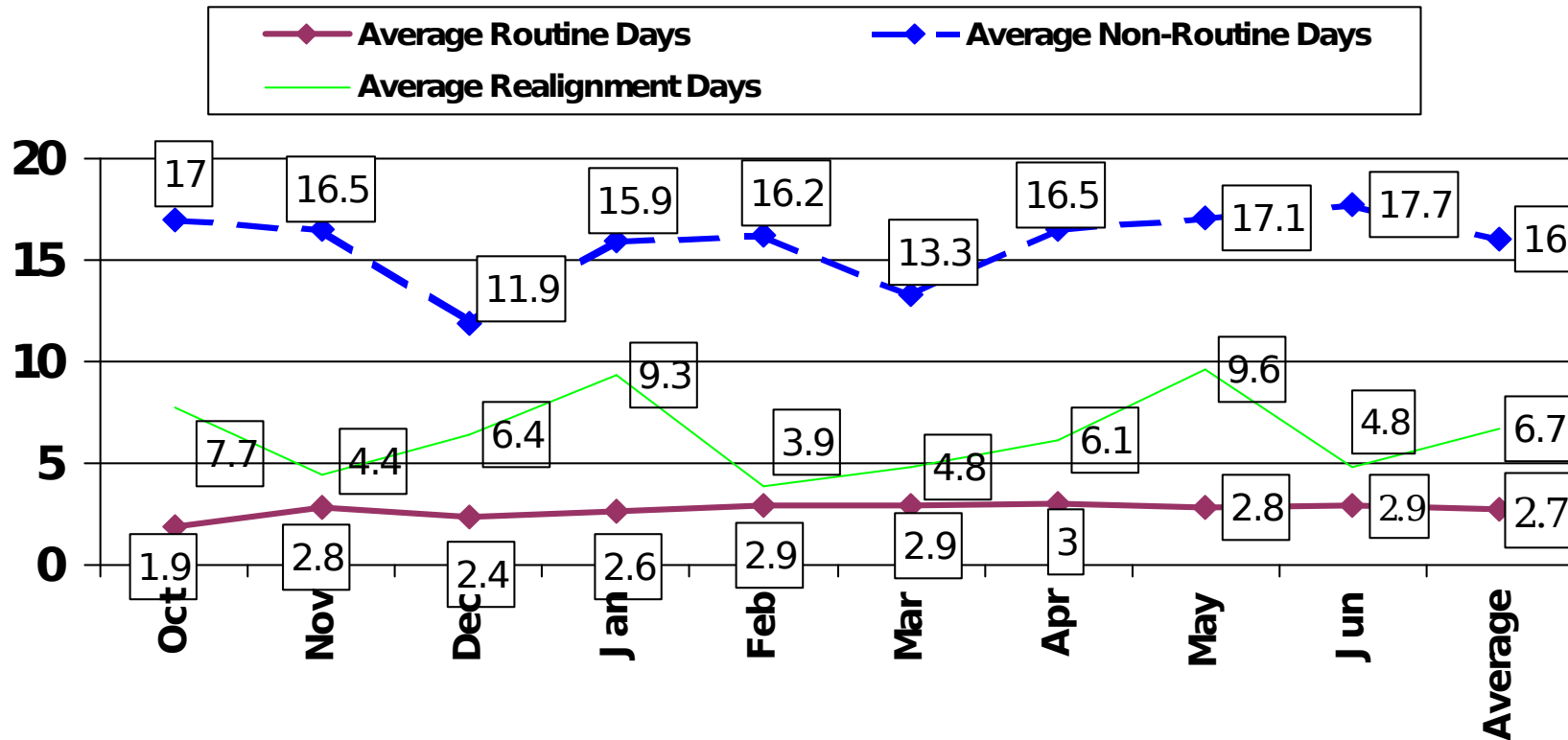
Routine, 4 Days from Date Received in CD

STANDARD:

Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Non-Routine - Green

Routine - Green



ANALYSIS: Routine actions are within standard; the overall increase from the previous quarter is due in part to diversion of resources to the FASCLASS project. Non-routine actions have been increasing but continue to be within standard. The average time for processing these actions below standard is due to a significant portion of routine actions being processed in a day or less, and non-routine actions being processed in less than 10 days. The SOP to address processing of realignments has been issued and should help stabilize the up and down performance of realignments over the year.



SECTION 3
Filling Jobs
Proponent: WCPOC, Staffing Services Division

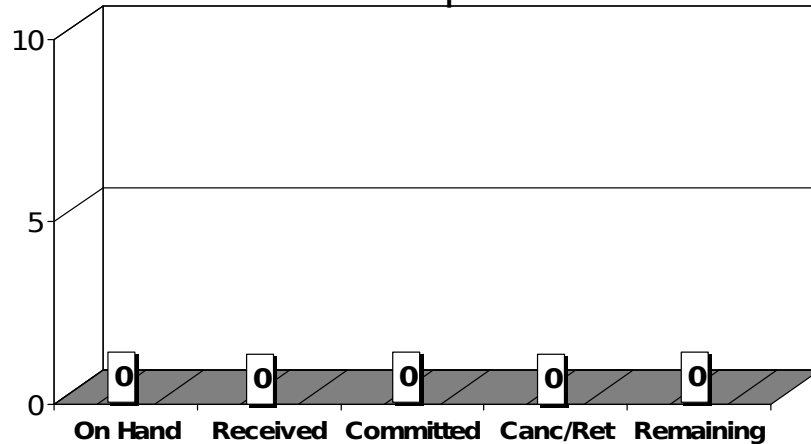
<u>Sub-Section</u>	<u>Topic</u>	<u>Remarks</u>
A	Recruitment Activity – Jobs Filled	It illustrates how many jobs are being filled and the status of actions on hand at the end of the quarter.
B	Referral Lists Issued	Shows volume and timeliness of referral lists issued – on the basis of days to issue the list from the time the action is received in this Division. This includes both open and closed actions where referrals have been issued.
C	Resumes in Resumix Database	Depicts the number of resumes in the system from external and internal candidates.
D	Average Processing Time	Demonstrates the breakdown of time in the fill process-how actions flow through the various steps in the process. This presents data on actions closed (i.e., completed) during the quarter.
E	Management Feedback on Resumix	It illustrates management feedback on the Resumix process.

TOPIC: Recruitment Activity - Jobs Filled - Sierra

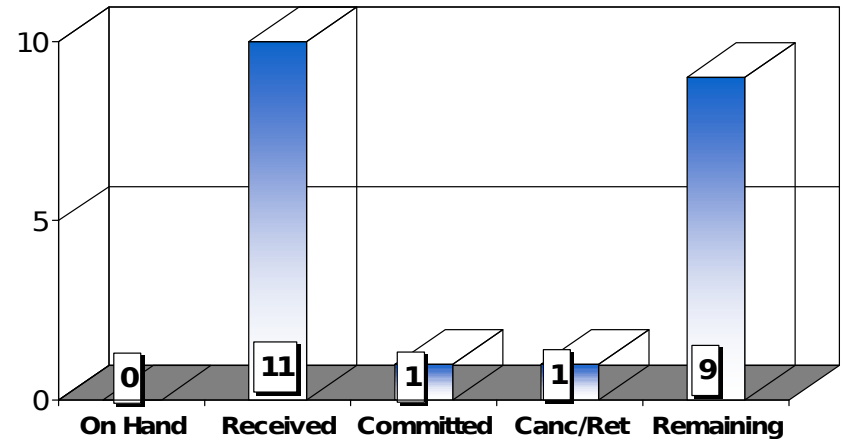
**3RD QTR-
FY99**

PROPOSER: Army Depot
WCPOC - SSD

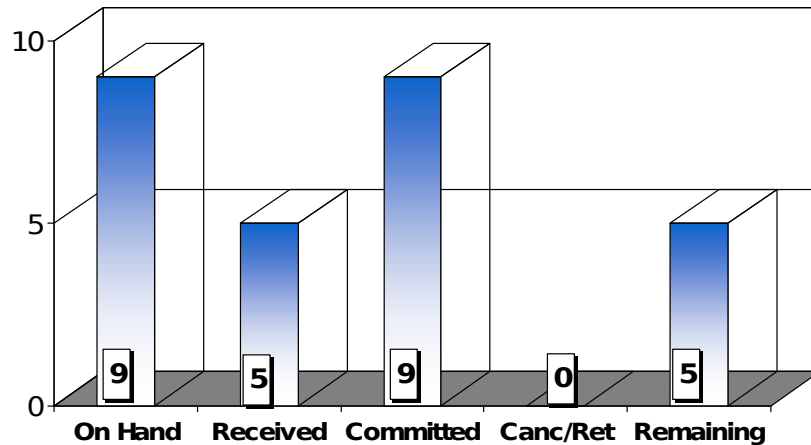
Apr



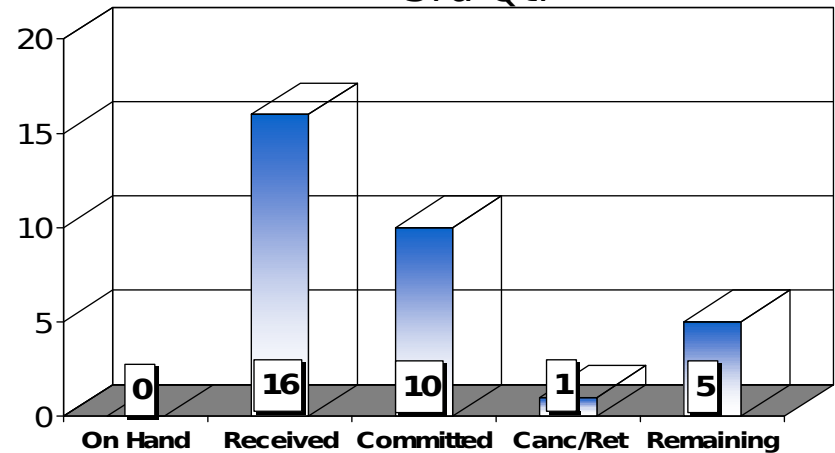
May



Jun



3rd Qtr



ANALYSIS: This quarter 10 actions were committed - 9 through competitive and 1 through non-competitive procedures. Of the 5 actions remaining, 3 have referrals issued, 1 has a PPP issue working, and 1 is pending referral.

TOPIC: Referral Lists Issued - Sierra Army Depot

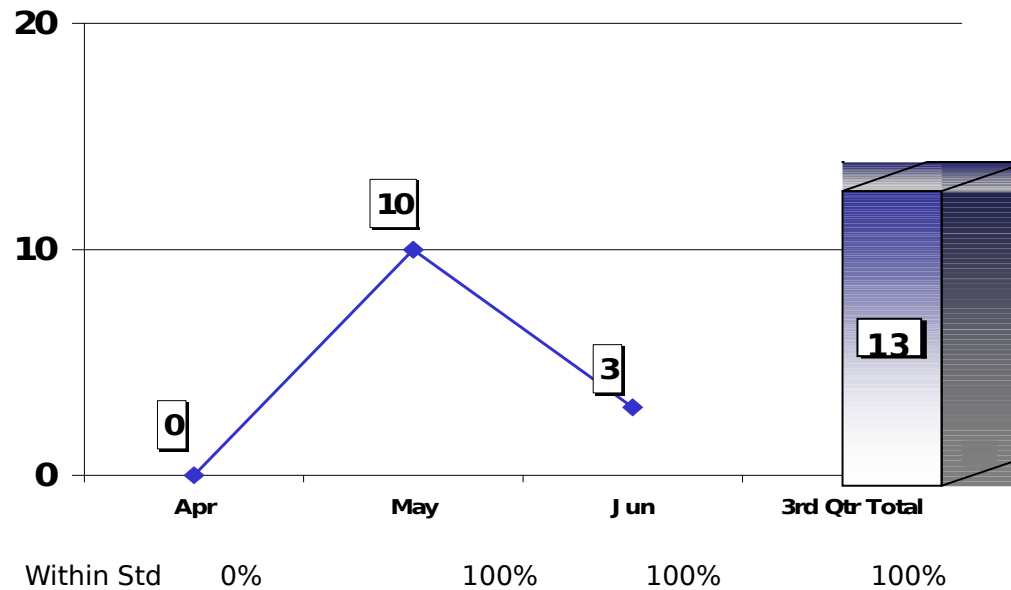
**3RD QTR-
FY99**

PROPONENT: WCPOC - SSD

STANDARD: Resumix: 5 Calendar Days from Date Received in SSD
DEU: 36 Calendar Days from Date Received in SSD

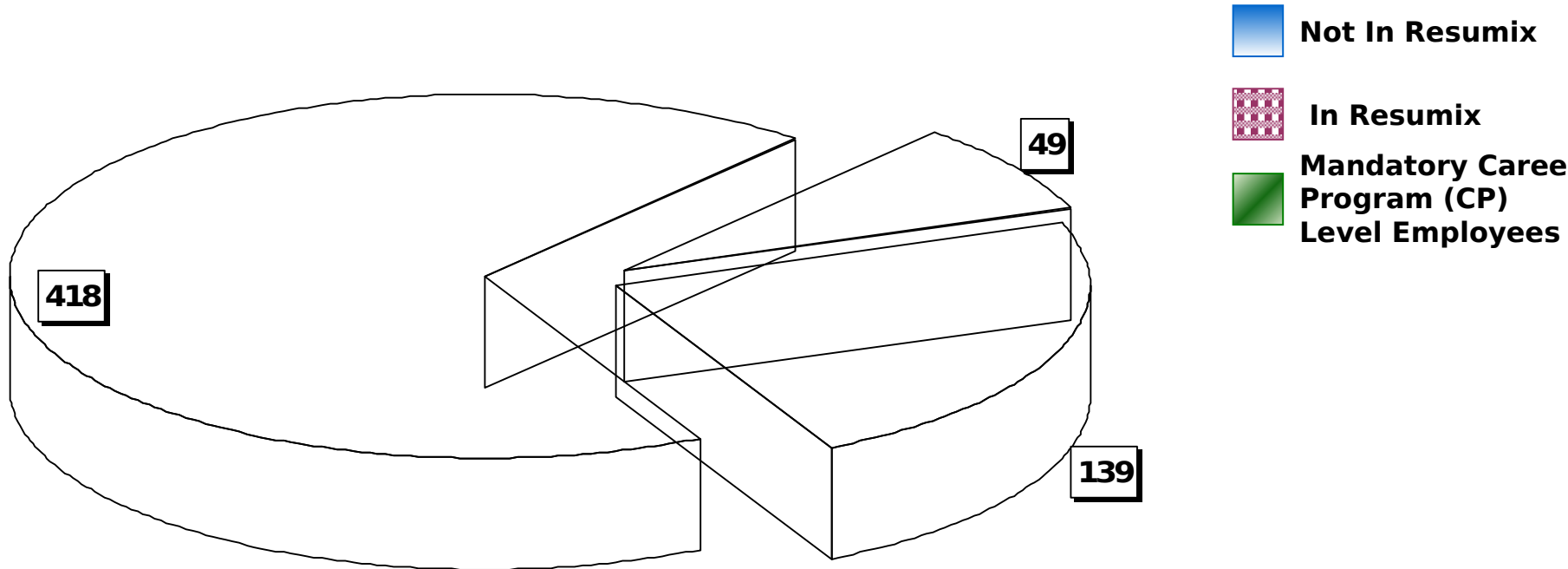
ASSESSMENT: Green

Number of Referrals Issued



ANALYSIS: All referrals were issued within standard.



TOPIC:**Internal Resumes in Resumix Database - Sierra Army Depot 3RD QTR-****PROPONENT: WCPOC - SSD****FY99**

Total Population: 606

in Resumix (excludes mandatory CP level and FPS employees): 139 (25%)

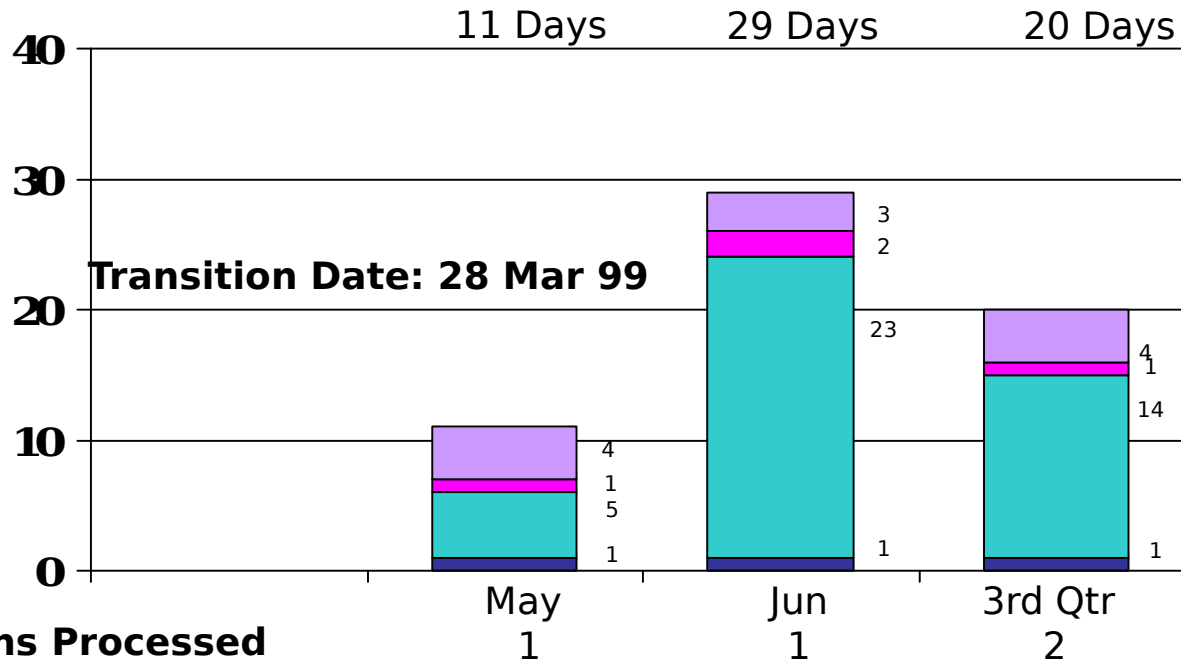


ANALYSIS: Sierra Army Depot transitioned on 28 Mar 99, and 25% of their current population has applied in Resumix. Management has been proactive in encouraging their employees to apply.

TOPIC: Avg Processing Time - Recruitment Actions - Sierra Army Depot (From Initiation to Closure)

3RD QTR-
FY99

PROPONENT: West Region Partners



of Actions Processed

- Avg. Days w/ Manager/RMO (Army standard: 3 days)
- Avg. Days w/ CPAC (Army standard: 3 days)
- Avg. Days w/ CPOC CD (Army standard: 4/30 days*)
- Avg. Days w/ CPOC SSD to clear PPP, make non-competitive placement, and/or issue referral (Army standard: 5/36 days*)
- Avg. Days w/ Manager for Selection (Army standard: 10 days)
- Avg. Days w/ CPAC to make job offer and establish EOD and CPOC SSD to process and close action.

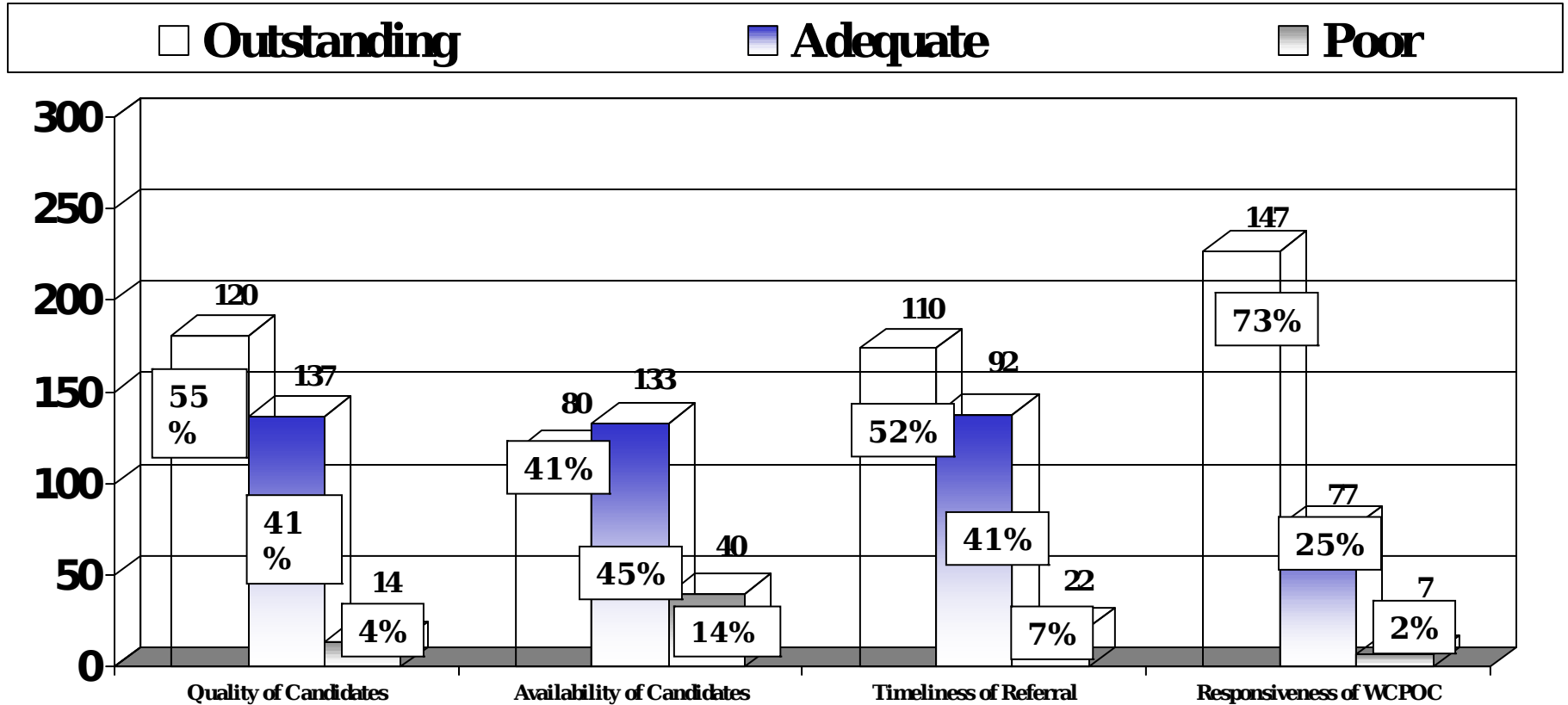
*standard varies with type of action/referral



ANALYSIS:

Two actions were processed this quarter in an average of 20 days. Both of these PERSACTIONS were initiated by the CPAC. One action was for the placement of an intern, and the other was to process a selection from a Career Program referral that had been received prior to standup. Therefore, no management time is reflected on the fill time scale.

TOPIC:	Management Feedback on Resumix Referrals -	THRU END OF 3RD QTR- FY99
PROPONENT:	WCPOC - S&B Serviced	



TOTAL Resumix REFERRAL LISTS ISSUED = 1744* TOTAL # FEEDBACK FORMS RETURNED = 449

*includes referrals for multiple grades

ANALYSIS: Selecting officials receive a feedback form with each referral list. Those returned indicate continued high level of satisfaction with Resumix referrals.

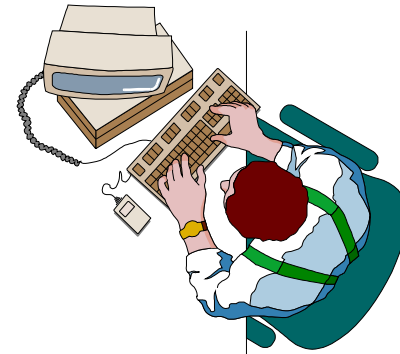


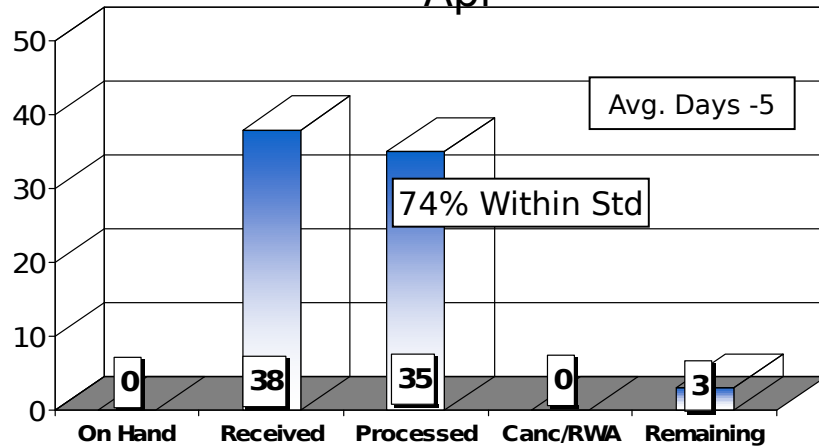
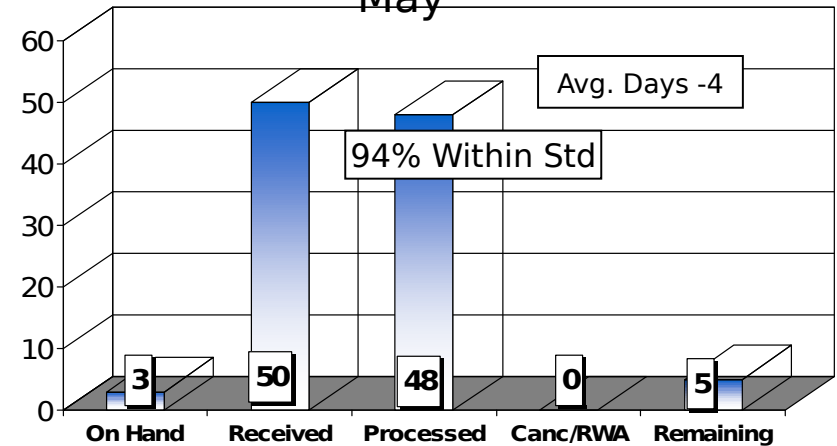
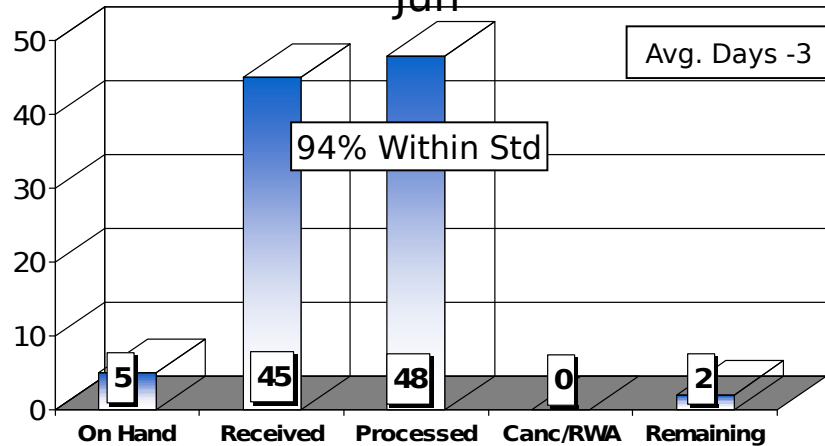
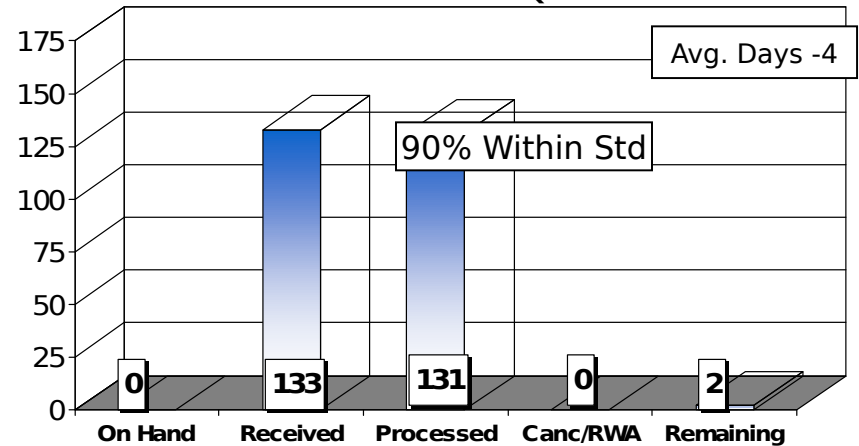
SECTION 4

Processing Personnel Actions

Proponent: WCPOC, Staffing Services Division

Sub-Section	Topic	Remarks
A	Non-Recruitment Actions Processed	Illustrates processing timeliness and volume of personnel actions processed through PERSACT – to include such actions as resignations, retirements, name changes, and other non-competitive actions.
B	Awards Processed	Presents a picture of the volume and value of awards processed.



TOPIC:**Non-Recruitment Actions Processed - Sierra Army Depot****3RD QTR-
FY99****PROPONENT: WCPOC - SSD****ASSESSMENT: Green****STANDARD:** 5 Calendar Days Avg. from Date Rec'd in SSD**Apr****May****Jun****3rd Qtr**

ANALYSIS: Ninety percent of all non-recruitment actions were processed within 5 days of receipt in SSD, an increase from 78% last quarter. The overall average time to process actions was 4 days. This trend is expected to continue through emphasis on workload management and personnel training.

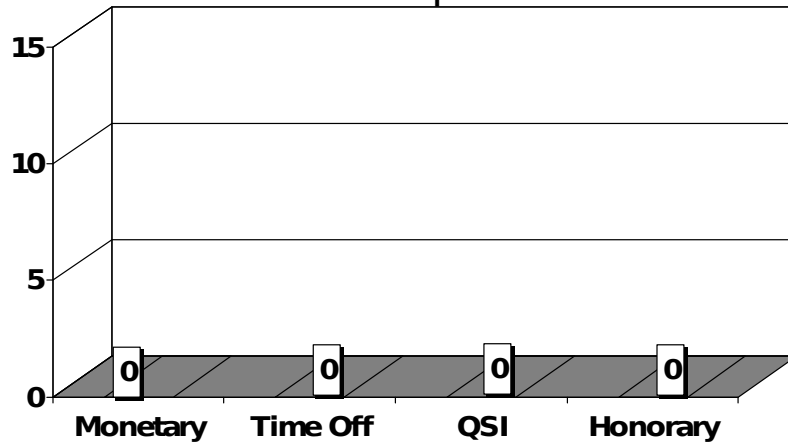
TOPIC:

Awards Processed - Sierra Army Depot

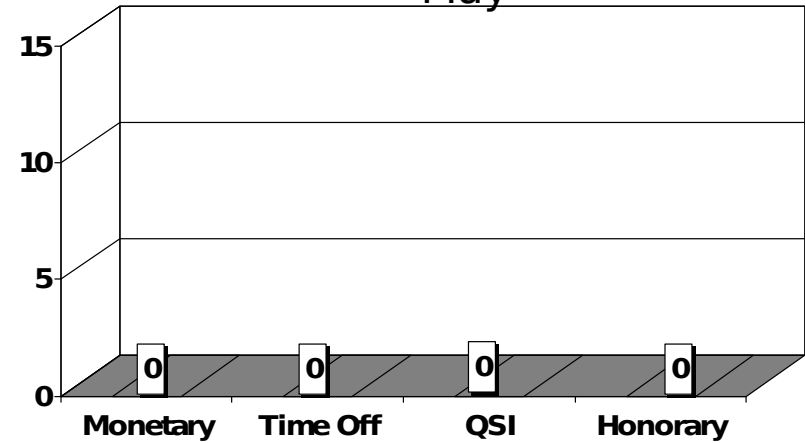
**3RD QTR-
FY99**

PROPONENT: WCPOC - SSD

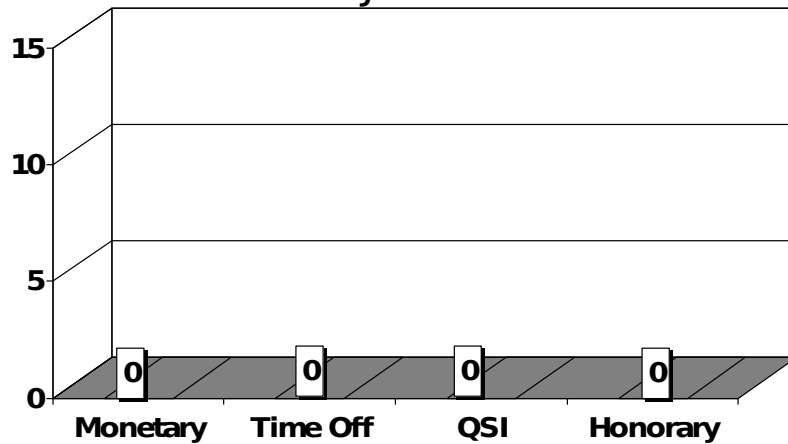
Apr



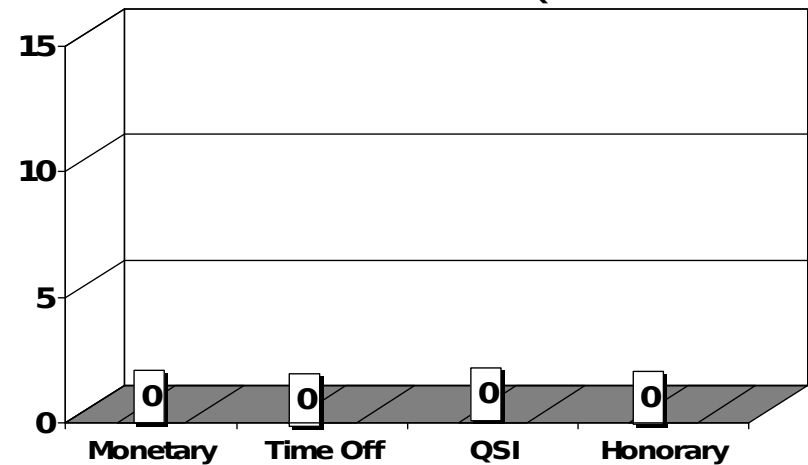
May



Jun



3rd Qtr

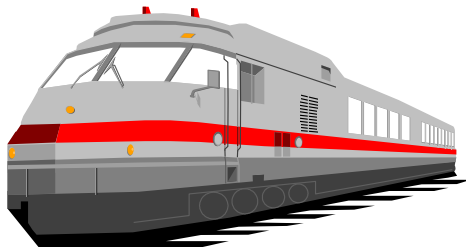


Section 5

Training and Developing Employees

Proponent: WCPOC, Human Resource Development Division

Sub-Section	Topic	Remarks
N/A	Training Requests Processed	Provides data regarding timeliness and volume of training request processing into the database. Also includes total employee hours spent in training and the dollars invested.



TOPIC: Training Requests Processed - Sierra Army Depot		3RD QTR-FY99
PROPONENT: WCPOC - HRDD		ASSESSMENT: Green
STANDARD: 7 Calendar Days from Receipt		



Manual DCPDS



TRAIN FPI

Apr

May

Transition Date: 28 Mar 99

ZERO

Jun

3rd Qtr

ZERO

ZERO

Training Investment: : \$.00

Training Hours: 0



ANALYSIS:

No completed training documentation has been received by the WCPOC for processing.

SECTION 6

Providing Information Services

Proponent: WCPOC, Information Services Division

Sub-
Section

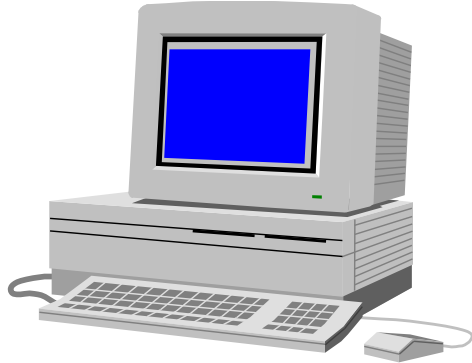
N/A

Topic

FPI Usage

Remarks

Provides data on Functional Process Improvement (FPI) usage by managers in the region. The number of log-ins is the number of times that managers/resource managers entered the system. The number of accounts is the total accounts that have been built for managers or resource managers to use any of the FPI modules.

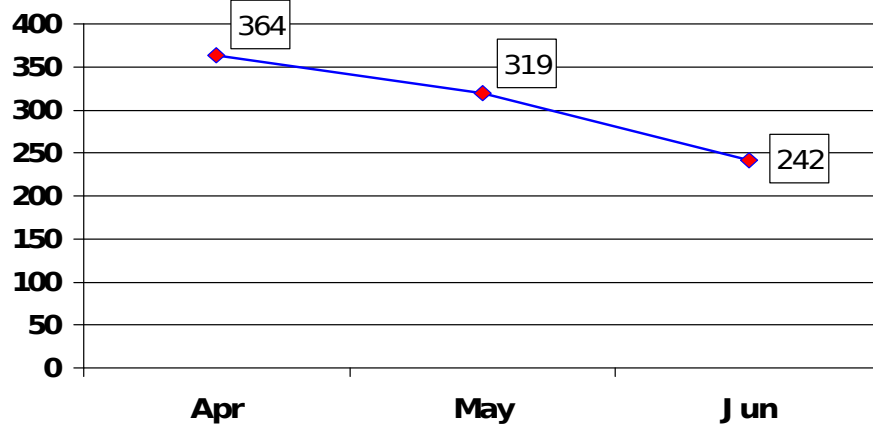


TOPIC: FPI Usage - Sierra Army Depot

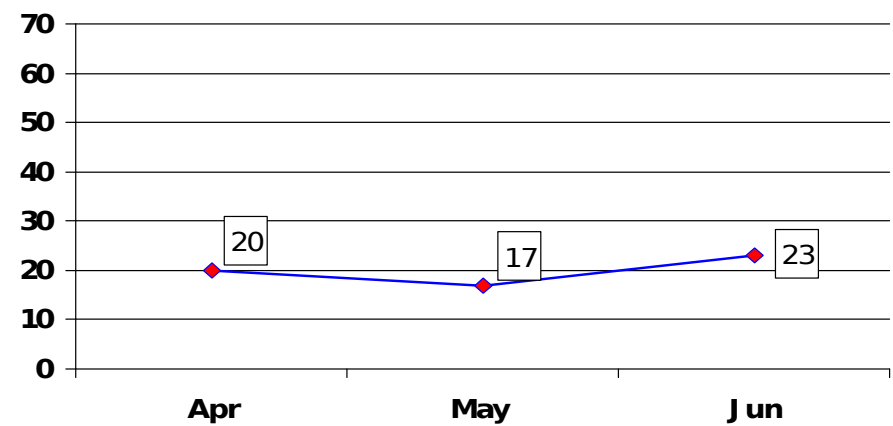
3RD QTR-FY99

PROPONENT: WCPOC-ISD

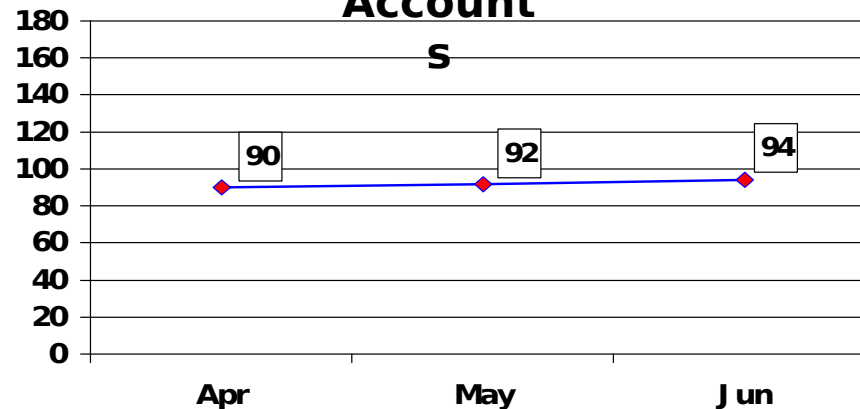
Logins



Number of Managers that Logged In



Accounts



ANALYSIS: The number of Managers using the FPIs remained low at about 22%.

